

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Senior Executive Career Service Panel

STATINTL 1. The attached Office of Personnel Memorandum has been issued to secure the information necessary to establish all full-time permanent Agency positions on the Staffing Complements consistent with the requirements of [REDACTED] Implementation of Single Ceiling Control and Reporting for All Full-Time Permanent Personnel, dated 14 March 1975.

2. After listings of permanent contract employees and positions are received the necessary action to input the position information into the computer will be taken. Subsequently a procedure will be developed for assigning contract employees to the positions.

3. If you have any questions or anticipate any problems with this method of implementation representatives of the Position Management & Compensation Division will be available to discuss and take corrective action.

F. W. M. Janney  
Director of Personnel

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Implementation of Single Ceiling Position  
Control on Agency Staffing Complements

STATINTL

REFERENCE: HN [REDACTED] - Implementation of Single  
Ceiling Control and Reporting for All Full-  
Time Permanent Personnel

1. In order to establish all full-time permanent Agency positions on the appropriate staffing complements by 1 July 1975 all components must provide the Office of Personnel, Position Management and Compensation Division the following information not later than 1 May 1975:

a. An organizational listing of current full-time permanent contract employees and positions including occupational title, salary or rate of pay and present pay schedule, service designation, geographic and organizational location, and if available, current Letters of Instruction.

b. This listing should also include designation of supervisory positions, desired emergency relocation designations and National Security Classification Authority.

2. As an interim measure positions will be added to staffing complements at the current grade equivalent of the incumbent except where PMCD has conducted a classification review and provided the component with an advisory grade allocation or where the grade of the incumbent is inconsistent with the current organizational grade structure. A footnote code will be shown for all positions established in accordance with

STATINTL

[REDACTED] to provide for classification review at a later date. Position evaluation and appropriate grade determinations will be accomplished in

connection with the PMCD survey process.

3. For unclassified positions the information in paragraph 1 a and b will also be required. On the published machine runs schedule and grade will be shown as SS-00. The positions will be counted in position totals but not in career service totals for Career Service Grade Authorizations. They will not be used in computing average grade. Only contract personnel will be slotted in unclassified positions. Non-count unclassified positions will be established wherever desirable to provide organizational flexibility.

4. All full-time permanent positions will appear on the Agency staffing complements in the run of 30 June 1975. The single ceiling will be effective 1 July 1975 and will combine staff and contract ceiling for all components.

5. Representatives from PMCD will be available to assist in the development of required information or to answer any specific questions component representatives may have.

6. A form is attached to facilitate the submission of the information requested in paragraph 1 (a) and (b).

F. W. M. Janney  
Director of Personnel